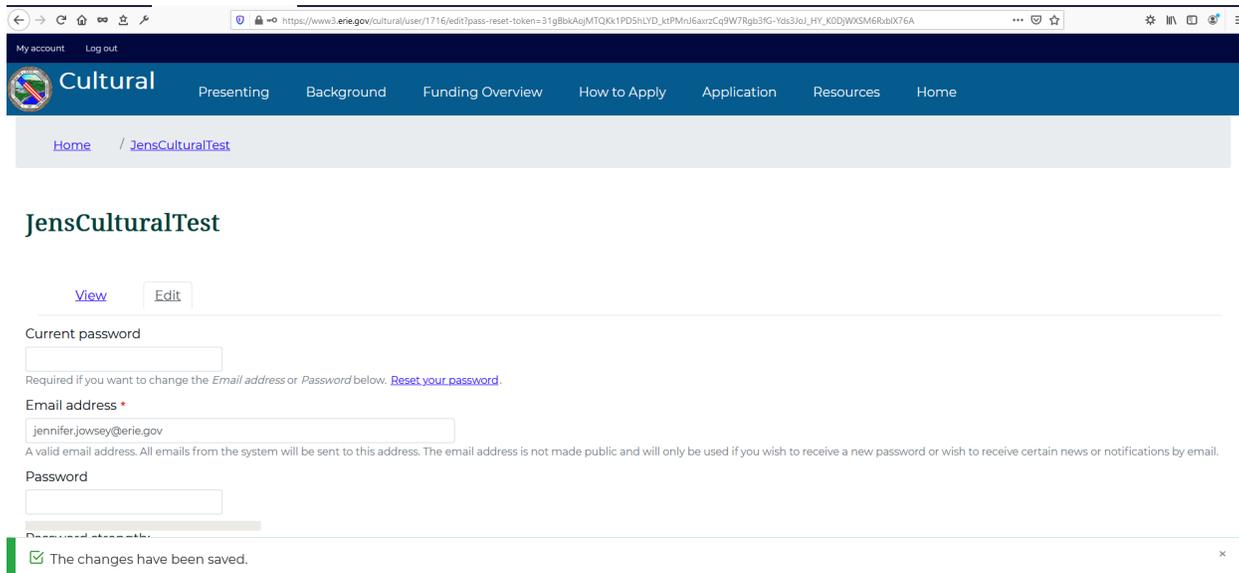


## To Create an Account:

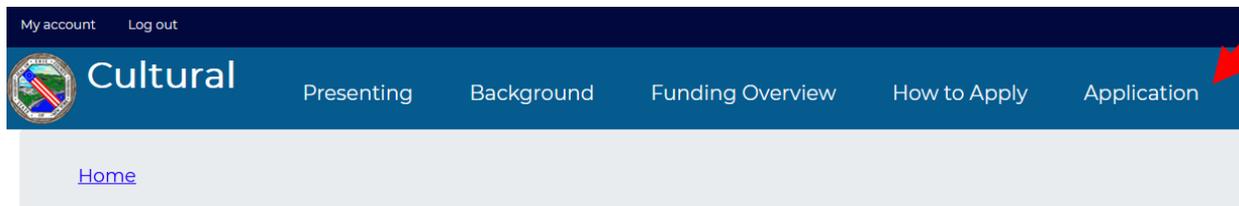
Visit <https://www3.erie.gov/cultural/form/cultural-organization-applicatio>

You will receive an email when your account has been created. Follow the link in the email to set your password. After you set your password, you will get an on-screen confirmation that the change has been saved.

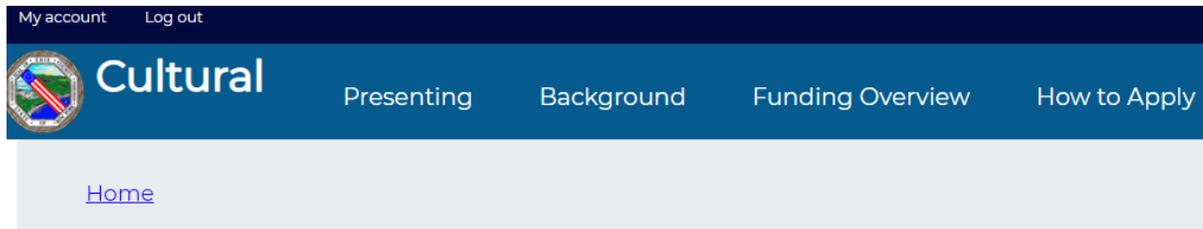


The screenshot shows a web browser window with the URL [https://www3.erie.gov/cultural/user/1716/edit?pass-reset-token=31g8bkAejMTQk1PD5hLYD\\_ktPMnJ6arrzCq9W7Rg33fG-Yds3Jol\\_HY\\_K0DjWXS6R6bX76A](https://www3.erie.gov/cultural/user/1716/edit?pass-reset-token=31g8bkAejMTQk1PD5hLYD_ktPMnJ6arrzCq9W7Rg33fG-Yds3Jol_HY_K0DjWXS6R6bX76A). The page header includes "My account" and "Log out" links. The main navigation bar contains "Cultural", "Presenting", "Background", "Funding Overview", "How to Apply", "Application", "Resources", and "Home". Below the navigation bar, there is a breadcrumb trail: "Home / JensCulturalTest". The main content area is titled "JensCulturalTest" and includes "View" and "Edit" buttons. There are three input fields: "Current password", "Email address" (containing "jennifer.jowsey@erie.gov"), and "Password". A note below the email field states: "Required if you want to change the Email address or Password below. [Reset your password.](#) A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email." At the bottom of the form, a green confirmation message reads: "The changes have been saved."

You are now logged in to the site and may complete the application. Click the **Application** link in the menu bar at the top of the screen.



Click the **2021 Application** link in the body of the page:

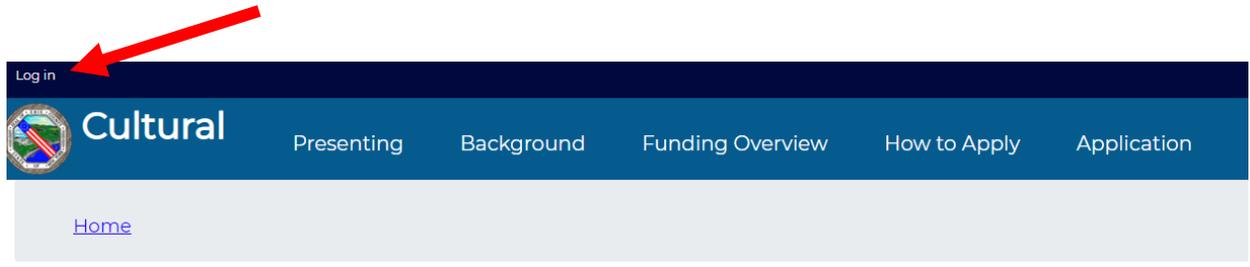


## Application

[2021 Application](#)

[Request an account](#)

If you get a message that you are not authorized to access the page, make sure you are logged in. Click the **Log in** link in the top left to log in to the site to continue.



## Access denied

You are not authorized to access this page.

At the bottom of each page is a Save Draft where you can save your progress:



If you fail to fill out a required field, you will be notified which field(s). You **can not** proceed without completing these fields:

Name of Board Chair/President/etc.

Title/Position

Title/Position field is required.

First

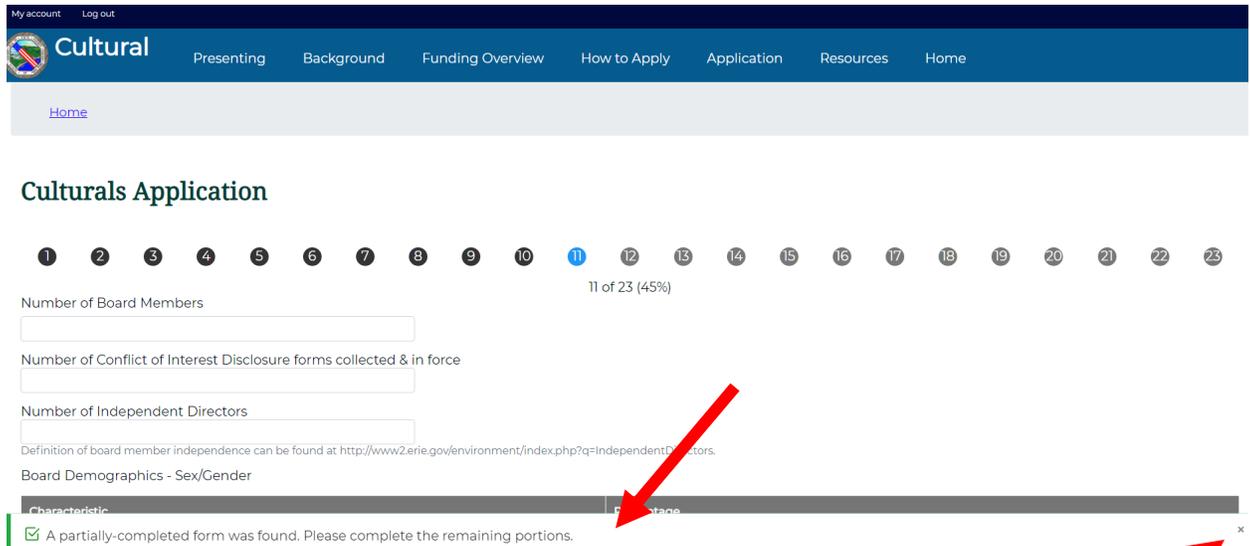
First field is required.

Middle

Last

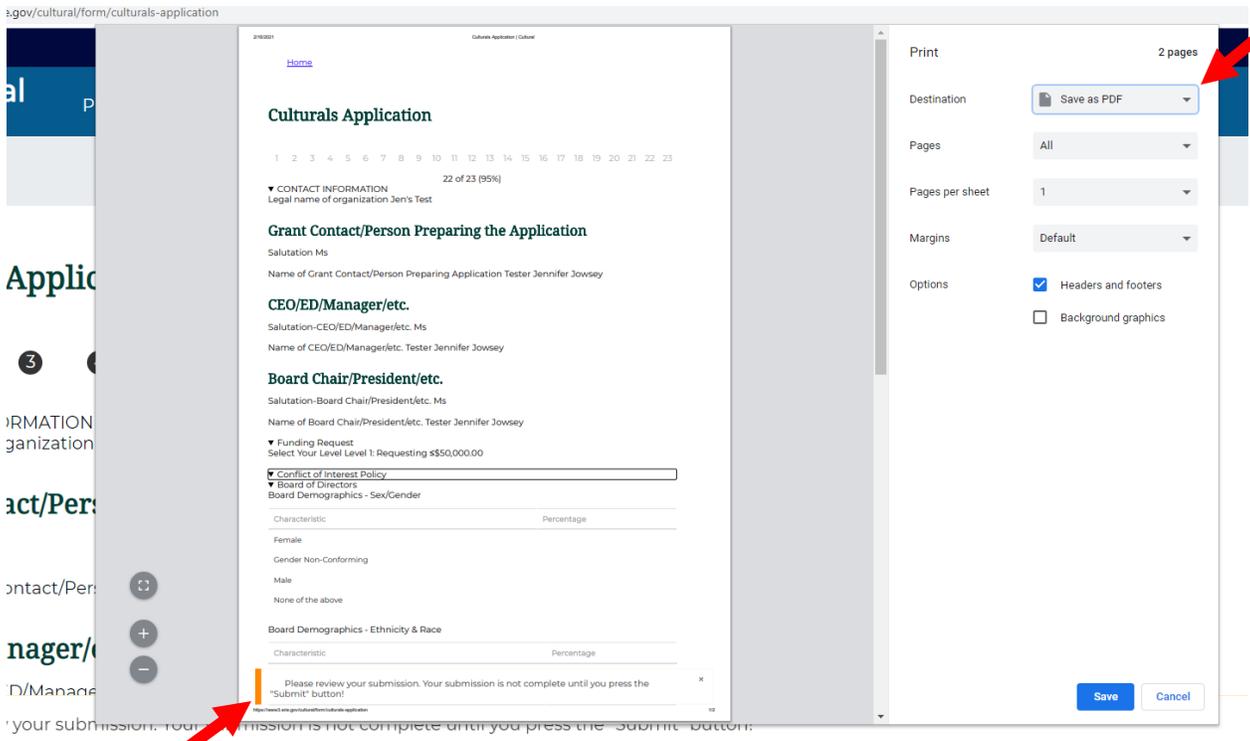


If you exit the form for any reason, or log out of the site before submitting, when you log in again, you are taken to the step where you left off (whether or not you “saved draft” at that point). There is a note at the bottom of the screen that your partially completed form has been found:



To dismiss notifications on your screen, click the X on the far right of each message

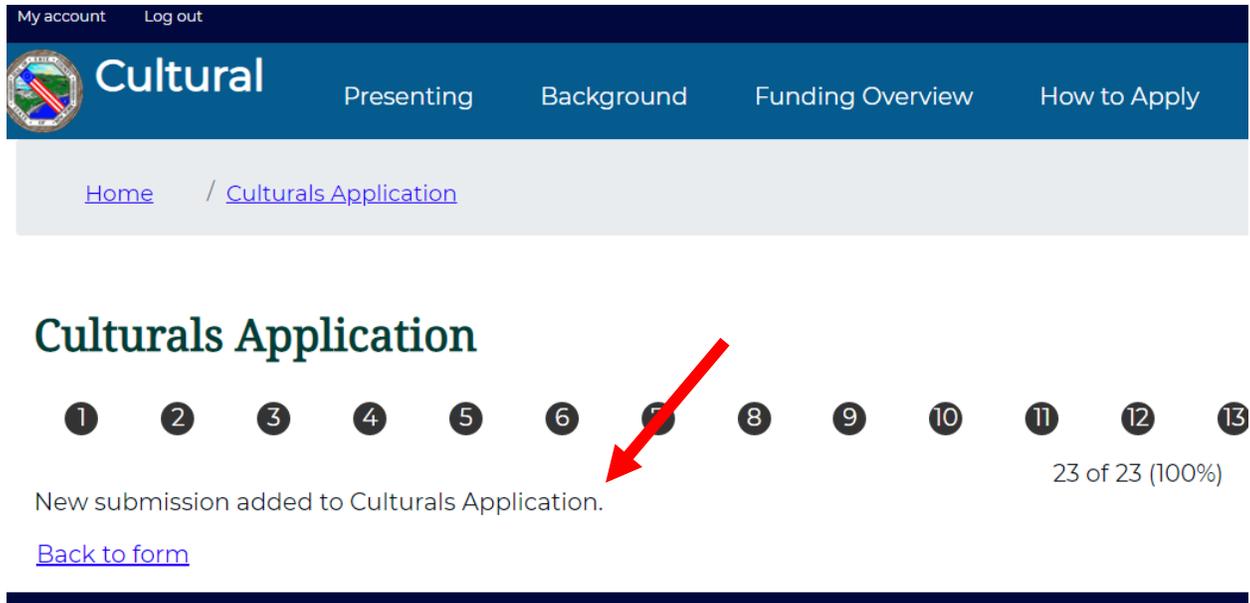
Before you submit your application, click the **Preview** button. This will show a summary of your application. In your browser window, choose **Print** and **Save as PDF** (this will vary by browser; example is shown in Chrome):



Note the warning on the screen that your submission is not complete until you hit Submit.

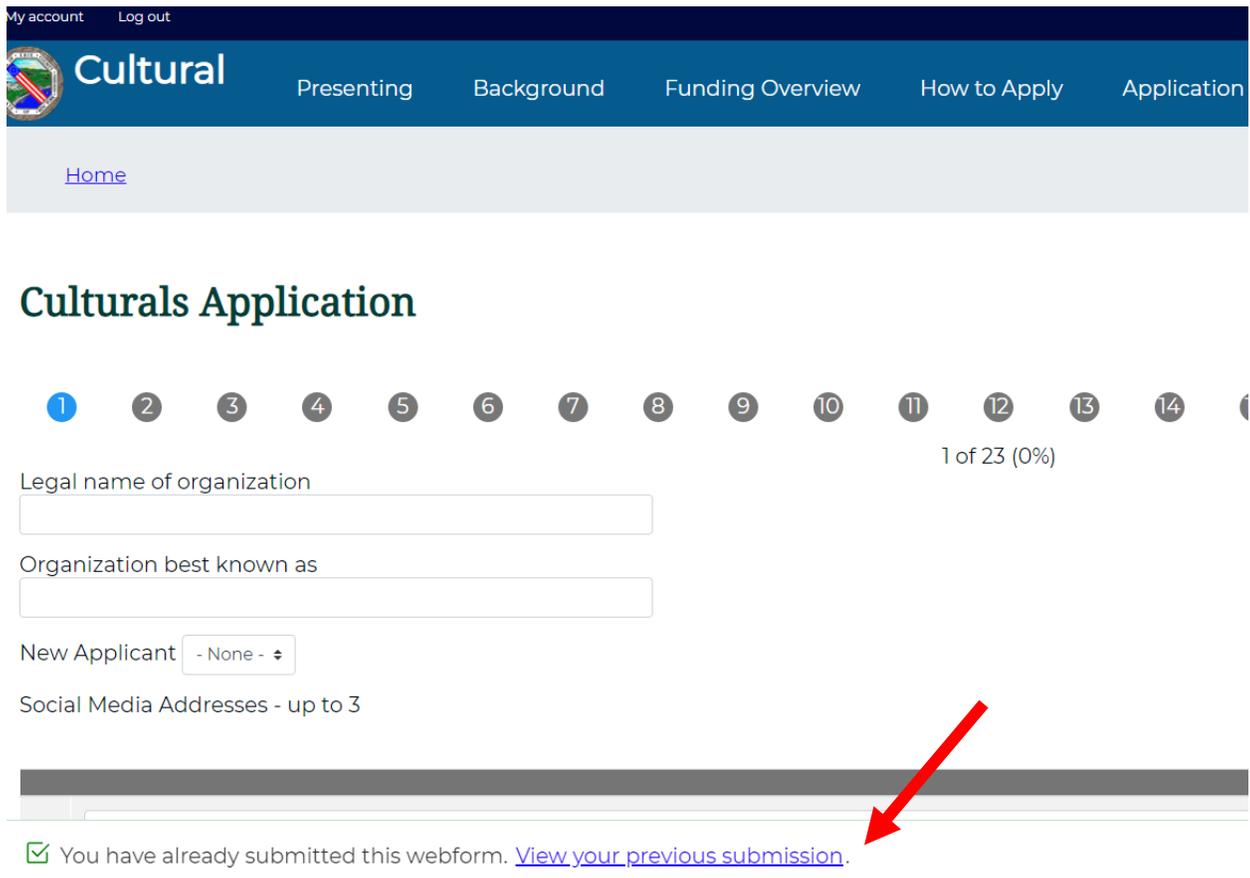
Your submission is final.

When you click **Submit**, you will get a confirmation that your application has been added:



The screenshot shows the top navigation bar with 'My account' and 'Log out' links. The main header includes the 'Cultural' logo and menu items: 'Presenting', 'Background', 'Funding Overview', and 'How to Apply'. Below the header is a breadcrumb trail: 'Home / Cultural Application'. The main heading is 'Culturals Application'. A progress indicator shows 13 steps, with step 7 highlighted and a red arrow pointing to it. Below the progress indicator, a message reads: 'New submission added to Culturals Application.' A link labeled 'Back to form' is provided below the message.

If you click **Back to form**, or any time you visit the application, you will see the note that you've already completed this form, with a link to view your submission:



The screenshot shows the top navigation bar with 'My account' and 'Log out' links. The main header includes the 'Cultural' logo and menu items: 'Presenting', 'Background', 'Funding Overview', 'How to Apply', and 'Application'. Below the header is a breadcrumb trail: 'Home'. The main heading is 'Culturals Application'. A progress indicator shows 14 steps, with step 1 highlighted and a red arrow pointing to it. Below the progress indicator, a message reads: 'You have already submitted this webform. [View your previous submission.](#)'

IF INSTRUCTED TO BY ERIE COUNTY:

Click **Edit** to make changes. **You must click through to the end of the form and click Save to save your changes.** When you do, you will get a message that your form has been updated:

## Culturals Application: Submission #4

[View](#)

[Edit](#)

1 2 3 4 5 6 7 8 9 10 11 12

1 of 23 (

### ▶ Submission information

Legal name of organization

Jen's Test

Organization best known as

New Applicant

Social Media Addresses - up to 3

Submission updated in *Culturals Application*.

You may also click the **Submissions** link in the breadcrumbs at the top of the page:

My account Log out

 **Cultural** Presenting Background Funding Overview How to Apply

[Culturals Application](#) / [Submissions](#)

## Culturals Application: Submission #4

[View](#)

[Edit](#)

### ▶ Submission information

This will show you a list of your submissions (you should only have one). The submission number is an automatically generated system number; clicking on it is another way to view your submission:

My account Log out

 **Cultural** Presenting Background Funding Overview How to Apply Application Resources Home

[Culturals Application](#)

### Submissions to *Culturals Application* for *JensCulturalTest*

1 submission

#	Created	IP address
<a href="#">4</a>	Tue, 02/16/2021 - 10:52	144.71.77.244